

Seattle-Tacoma International Airport

**RELOCATION ASSISTANCE
PROGRAM**

Mobile Homes



RELOCATION ASSISTANCE PROGRAM

The Port of Seattle has a Relocation Assistance Program for mobile home owners and tenants like you who are affected by federally funded property acquisitions around Seattle-Tacoma International Airport. This brochure outlines the benefits you may be eligible to receive under the program, and what you must do to qualify. Based on a number of federal regulations that are listed in the **Reference** section on page 8, the program is designed to help you relocate with as little hardship as possible. To help you understand your rights and benefits under this program, a relocation advisor will be assigned to assist you during the entire acquisition and relocation process.

ELIGIBILITY

In order for you to receive any benefits, you must first be considered a “displaced person” under the federal regulations. This means that you have been notified by the Port that you must move from the property you own, rent, and/or occupy as a result of a project undertaken by the Port. This notification is called a “Notice of Eligibility.” It may be provided when, or soon after, the Port makes the first written offer on the property where the mobile home you occupy is located.

INFORMATION GATHERING

For us to determine what types of benefits you may be eligible to receive under the program, we will need your cooperation and help. Your relocation advisor will want to ask you some questions and will request to meet with you. Although some of the questions may seem unnecessary and, at times quite personal, please be assured that they are carefully targeted to obtain only the necessary information. You do not have to respond, but without this information, the Port will not be able to establish your eligibility for benefits.

SERVICES & BENEFITS

If it is determined that you are a displaced person, you are entitled to receive two kinds of relocation assistance: Advisory Services and Monetary Benefits.

Advisory Services: We will help you obtain information about available housing options, purchasing and financing programs, and other information necessary to relocate to replacement housing. In accordance with federal policy, you will be provided the following:

- The eligibility requirements and procedures for obtaining payments and assistance; and
- The procedures for filing an appeal if you disagree with the Port's consideration of your relocation claims(s) for assistance.

Monetary Benefits: Those who are eligible may receive two kinds of relocation payments—one to cover moving and related expenses, and the other to assist in obtaining a replacement dwelling.

MOVING PAYMENTS

When the Port buys your mobile home, you will be reimbursed for the costs of moving your personal property (your belongings) to your new home—up to 50 miles. To make sure you receive all the moving payments, you may be entitled to, you need to talk to your relocation advisor **before** you move. When claiming this benefit, you can choose one of the following three options:

- *Fixed Payment (Self Move)* — You may choose to move yourself, and be reimbursed on a “room count” payment schedule. The amount of money you could receive under this option depends on the number of rooms your relocation advisor considers eligible. For example, with a three-bedroom home, you normally would get credit for the three bedrooms, a living room, dining room and kitchen—for a total room count of six. This moving option is intended to cover all your moving costs, including such expenses as disconnecting and reconnecting utilities and television cable.
- *Actual Costs (Self Move)* — Under another type of self-move, you could opt for reimbursement of “actual” costs to move, based on your expense receipts. Choice of this type of move is rare, however, because the room count method usually provides a larger payment than if you move yourself and claim expenses such as rental equipment and gas mileage.
- *Commercial Move* — The Port will contract directly with professional, licensed, insured, and bonded commercial movers to move your personal property to your new home. This option includes packing, unpacking and transporting your belongings up to 50 miles. Costs associated with disconnecting and reconnecting services such as telephones and television cable also will be paid. In addition, the Port will pay replacement insurance for your personal property during the move. (It is recommended that you do a walk-through with the mover to point out items that will need special handling during your move.)

In the unlikely event that you need to store some or all of your personal property, you may be eligible for up to 12 months of storage costs, if your relocation advisor considers it necessary and reasonable.

MOVING A MOBILE HOME NOT ACQUIRED BY THE PORT

If your mobile home is not purchased by the Port, it will be moved under the “personal property” category. Moving benefits include, as appropriate and necessary: Disassembling, transporting and reassembling the mobile home, resealing, leveling, skirting, tie downs, and reconnection to utilities to meet code or park entrance requirements. Additional moving-related items that the Port considers reasonable and necessary also may be reimbursable.

The Port will be responsible for getting at least two bids from licensed and bonded professional movers. By working closely with your relocation advisor, you can expect personalized service for your move, a smooth transition with minimal inconvenience, and assurance that you will receive all your benefits. In cases where a move takes more than one day, the Port also may pay for lodging, transportation and food costs during the move.

You may leave your belongings inside the mobile home for the move, if practical. Any personal property that cannot be moved with the mobile home may be moved under the Self-Move or Commercial-Move options mentioned earlier.

REPLACEMENT HOUSING PAYMENTS

Replacement Housing Payments are benefits paid to displaced mobile home occupants. The type of payment you may receive depends on factors such as how long you have occupied the mobile home and whether you are an owner or a tenant. Your payments can go toward the comparable replacement dwelling of your choice as long as it is “qualified” according to Port standards. This could be another mobile home, single-family residence, or other.

The following types of payments are available to residents who owned and occupied a mobile home at least 180 days prior to the Port's first written offer to purchase the mobile home:

- *Purchase Price Differential (PPD)* — There are a number of variable situations that can affect how this benefit is calculated. For instance, if you own and occupy the mobile home, the PPD would be based on the difference between the price you were paid for the mobile home, and the asking price of a comparable mobile home. If the mobile home is not acquired by the Port and you choose to move it to a new site, the PPD would be based on the amount the Port paid you for your mobile home site and the asking price of a comparable mobile home site.
- *Mortgage Interest Differential Payment (MIDP)* — Is available to owners who have an unpaid balance on their mobile home. The following factors can influence the amount of this benefit:
 - If there is an outstanding loan on the mobile home being purchased and a lien against the loan for at least 180 days prior to the date of the first written offer;
 - Remaining term on the old and new loan;
 - Amount of the old and new loan;
 - Interest rate on the old and new loan; and
 - Market interest rate.
- *Incidental Purchase Expenses* — Includes reimbursement for some expenses associated with buying a replacement mobile home site. It may be available to displaced mobile home occupants, whether tenants or owners, and may vary from case to case due to several factors. Your relocation advisor has the details.

The following two types of payments are available to mobile home tenants who rented and occupied a mobile home and/or rented the mobile home site at least 90 days prior to the date of the Port's first written offer to purchase the mobile home:

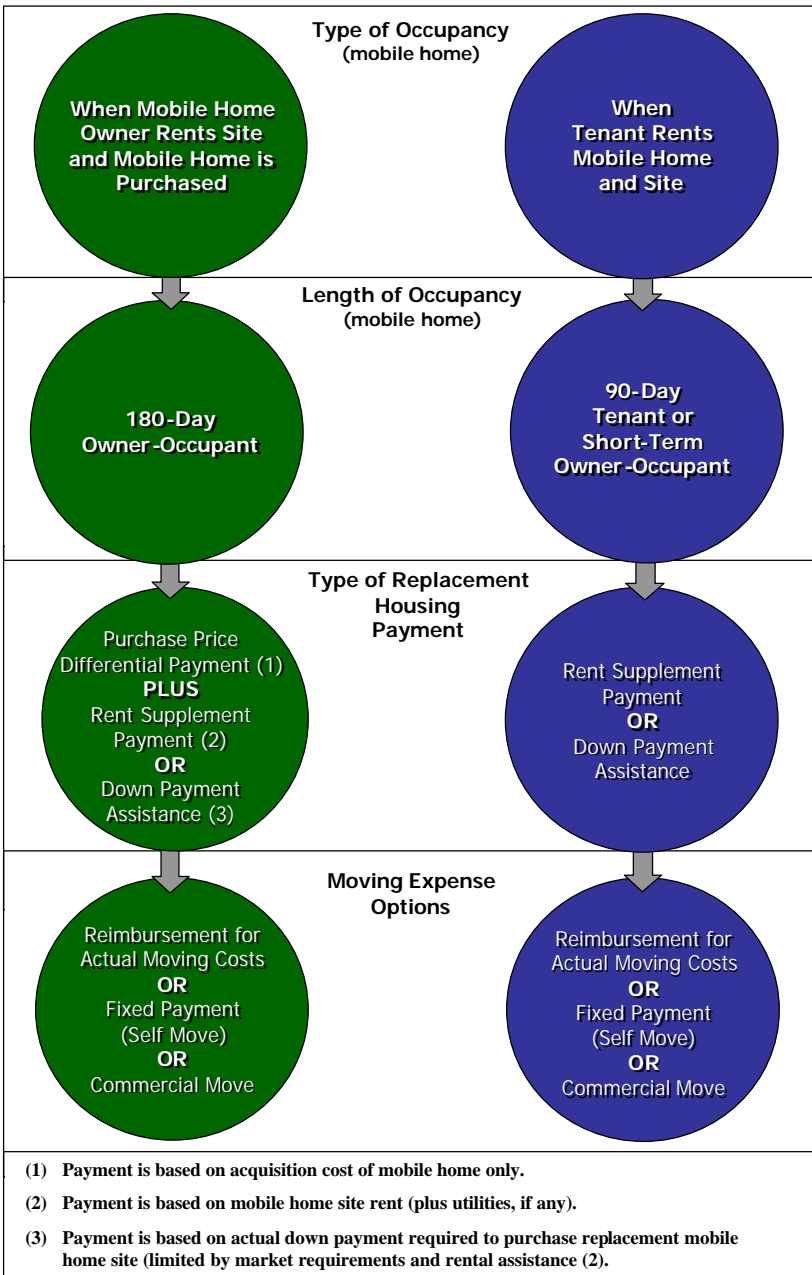
- ❑ *Rent Supplement Payment* — The payment is based on the difference between the rent and utilities you are paying at the mobile home and/or mobile home site, and the asking rent plus utilities at the best available comparable mobile home and/or mobile home site. The amount of the benefit depends on the type of occupancy of the mobile home and the mobile home site.
- ❑ *Down Payment Assistance* — Is available to anyone eligible for a Rent Supplement Payment. It is designed to provide an optional payment for a displaced tenant. The amount of payment depends on a number of circumstances including the amount of the Rent Supplement the displaced person is entitled to, the amount necessary to pay for a down payment, and other factors.

Several factors are considered by your relocation advisor in selecting the best available comparable and will be explained to you.

RELOCATION PAYMENT

The figure on the following page illustrates typical Relocation Payment benefits for the most common types of occupancy.

Typical Relocation Payment Benefits



HOW TO CLAIM YOUR BENEFITS

All claims must be submitted on Port forms provided by your relocation advisor, who also will explain eligibility criteria. Some of the eligibility requirements are described in the **Frequently Asked Questions and Answers** section of this brochure.

YOUR RIGHT TO APPEAL

If you disagree with the Port's determination of your eligibility for relocation payments, or the amount of any relocation benefit, you may appeal. The appeal must be submitted in writing within 60 days after the date your eligibility or claim for payment is denied. For a description of the appeal procedures, please contact your relocation advisor.

REFERENCE

FAA Order Number 5100.37A

(Land Acquisition and Relocation Assistance for Airport Projects)

FAA Advisory Circular Number 150/5100-17

(Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects)

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. *When do I have to move?*

A. You will receive a written "Notice To Vacate" at least 90 days prior to the date you must move.

Q. *What if I need to move now?*

A. Please contact your Port relocation advisor as soon as possible. Moving too early may jeopardize your eligibility for benefits.

Q. *Will the Port help me look for replacement housing?*

A. Your relocation advisor will provide you with addresses of potential replacement properties, and the names and telephone numbers of contacts for leasing or purchase information. Transportation to look at replacement housing is available for those who need and request it.

Q. *Do I have to buy another mobile home?*

A. No. You are free to purchase or rent the dwelling of your choice, as long as it is inspected and is “qualified” according to Port standards. Your relocation advisor will provide you with the details.

Q. *What should I do when I find a replacement dwelling that I want?*

A. It is very important that you do not enter into an agreement for lease or purchase without first consulting your relocation advisor. All agreements to purchase or rent should include the statement that your contract is subject to approval by the Port. This stipulation will give you the time and opportunity to have the dwelling inspected, which is a pre-requisite for receiving replacement housing benefits. Another pre-requisite is that the replacement housing meets Port standards. Your relocation advisor will explain.

Q. *Do I lose my benefits if I move out of the area or state?*

A. You will not lose your benefits by moving out of state. However, the same eligibility requirements apply, and the Port will coordinate with the appropriate agencies wherever you move to obtain the necessary information and inspections for your claim.

Q. *How do I claim my housing benefits?*

A. You must move into “qualified” replacement housing within the time limit allowed you as a displaced owner-occupant or tenant-occupant. Your relocation advisor will

provide details on the timing soon after the Port makes a written offer to purchase your mobile home and/or the site. Normally, you will have one year following the date the Port buys the property or the date you move. However, the length of time you will have can vary depending on a number of factors that will be explained in detail by your relocation advisor.

Q. *How do I claim my moving benefits?*

A. You must be in the process of moving and complete a claim form for benefits. Your relocation advisor will assist you.

Q. *Is there a deadline for claiming my relocation benefits?*

A. In order to receive applicable benefits, you must occupy a suitable replacement dwelling within one year of the Port's acquisition of your mobile home and submit your claim for benefits within 18 months.

Q. *Will I have to claim any relocation benefits on my income tax?*

A. No. Relocation payments are not considered income under federal regulations. Please speak to your tax advisor if you have other tax-related questions.

GLOSSARY

180-Day Owner-Occupant — When a person owns and occupies the mobile home to be moved or purchased by the Port for at least 180 days prior to the Port's offer to purchase.

90-Day Owner-Occupant — When a person owns and occupies the mobile home to be moved or purchased by the Port for at least 90 days but less than 180 days prior to the Port's offer to purchase.

90-Day Occupant-Tenant — When a person rents and occupies the mobile home to be moved or purchased by the Port for at least 90 days prior to the Port's offer to purchase.

Actual Moving Costs (mobile home not included) — Costs of moving yourself, such as rental equipment and gas mileage (receipts required); OR the cost of being moved by a commercial moving company. This includes other related moving costs, such as insurance, storage, reconnection and other expenses.

Actual Moving Costs (mobile home) — Costs associated with moving your mobile home. These costs typically include: Teardown, transport (up to 50 miles), set up, resealing and leveling. Other expenses, such as tie downs, foundations etc., may be included if required by regulations and/or if determined necessary by the Port.

Down Payment Assistance — The amount of money the Port determines is necessary for a down payment toward the purchase of a replacement dwelling and/or mobile home site; OR the amount of down payment you actually spend, whichever is less.

Fixed Payment (Self Move) — This is a moving option in lieu of actual moving expenses. It is based on the number of rooms the Port determines you have and includes all related moving expenses. You move yourself under this method.

Incidental Purchase Expenses — Reimbursable expenses related to the purchase of a replacement mobile home and/or mobile home site.

Mortgage Interest Differential Payment (MIDP) — The amount of money the Port makes available to assist owners who have an unpaid balance on their mobile home.

Purchase Price Differential (PPD) Payment — The amount of money the Port determines is necessary to purchase a replacement mobile home and/or mobile home site; OR the amount you actually spend, whichever is less.

Rent Supplement Payment — The amount of money the Port determines is necessary to rent a replacement mobile home and/or mobile home site; OR the amount you actually spend, whichever is less.

**Port of Seattle Relocation Office
Neighborhood Field Office
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**More information on our Acquisition & Relocation Program
is available on our web site:
www.portseattle.org**

**Click on *Sea-Tac Airport* on the top navigation bar,
and then click on *Airport Business* on the left hand side of the page.
You'll find the link for Acquisition and Relocation listed there.**

